



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4th INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544

REPLY TO
ATTENTION OF

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Enlisted Fatality Review Boards (EFRB)

1. References:

a. Memorandum, Headquarters, United States Army Forces Command, AFPE-SO, 14 Apr 06, subject: Fatality Review Boards (Enclosure 1).

b. Memorandum, Headquarters, III Corps and Fort Hood, AFZF-SAFE, 12 Jun 06, subject: Fatality Review Boards (Enclosure 2)

2. Commanding General's Intent. The EFRB will be used as a tool to understand and prevent fatal accidents from occurring on and off duty. The intent of the EFRB is to review all facts and circumstances of an accident using a leadership forum. The EFRB will examine standards and discipline, command climate, 1st line supervisor and command involvement, risk management, and prevention programs. Excluding this action, procedures established by Command Policy – Incident Review Boards, dated 29 Sep 2006 are still applicable.

3. Purpose. To mandate a unit Non-Commissioned Officer level review to understand and apply lessons learned to prevent future accidents. The board is required to review and identify tactics, techniques and procedures to prevent future occurrences.

4. Applicability. This MOI is applicable to all units assigned, attached or under the operational control of the 4th Infantry Division. This policy does not preclude or contravene other requirements involving the death of a Soldier including accident investigations, next of kin briefings, and other collateral investigations or reports.

5. EFRB Composition. Brigade Command Sergeant Major will chair the Fatality Review Board. For separate battalions, EFRBs will be chaired by the Division CSM. The membership of the board can be augmented, but will, at a minimum include the following:

a. Brigade Command Sergeant Major	Chair
b. Each Battalion Command Sergeant Major	Member
c. Company First Sergeant	Member
d. Platoon Sergeant	Member
e. Immediate supervisor of the Soldier involved	Member
f. Brigade Safety Advisor if assigned / detailed	Member
g. Senior Enlisted Soldiers from Staff offices as requested (i.e. Provost Marshal, Staff Judge Advocate, Surgeon and Chaplain).	Optional

6. Responsibilities.

a. Brigade CSM.

- (1) Take the lead in the formation of and chair the EFRB.
- (2) Hold the EFRB NLT 28 days after the accident utilizing EFRB Slides (Enclosure 3).
Ensure the III Corps and Division CSM, are scheduled to attend the EFRB.
- (3) Request that all levels of Command, Company to Brigade, attend the EFRB. If they are unable to ensure that these personnel receive the results of the EFRB.
- (4) Ensure that all available NCOs of the Soldiers unit are present for the EFRB.
- (5) Ensure that the results of the EFRB are briefed to all personnel of the Brigade for the weekend safety briefing following the 28th day specified in 5.a.2. above.
- (6) Report EFRB status to the Division Safety Office weekly NLT COB Thursdays until Division CSM is briefed.
- (7) Conduct the board IAW the recommended slides (Encl 3).

b. Division CSM.

- (1) Attend the EFRB briefing.
- (2) Ensure that the final EFRB report is submitted to the III Corps CSM NLT thirty (30) working days after the accident.
- (3) Be prepared to brief the EFRB findings to the III Corps and FORSCOM CSM.
- (4) Ensure that the results of the EFRB are briefed to all Division personnel for the weekend safety briefing following the 28th day specified in 5.a.2. above.
- (5) Assume Chair responsibilities for Separate Battalions as indicated in paragraph 6.a. above.

c. Division Safety Office

- (1) Provide guidance to units that do not have an assigned Safety Advisor.
- (2) Receive feedback from units on the outcome of the EFRB.
- (3) Report EFRB statistics weekly to the Chief of Staff NLT 1200 each Friday.
- (4) Report on MSC compliance with the IRB timelines during Division Command and Staff Calls.

d. G3.

- (1) Monitor SIR/CIR reports for incidents that require an EFRB.
- (2) Report SIR/CIR incidents to the Division Safety Office that require an EFRB.

e. Brigade Commanders/Separate Battalion Commanders.

- (1) Implement the EFRB program within their units.
- (2) Monitor the success of the program within their units.
- (3) Appoint EFRB presidents (chair) for accidents.
- (4) Out brief the DCG(M) or DCG(S) at the respective DCGs discretion. Brigade/Separate Battalion Commanders must coordinate with their respective DCG to determine the out brief requirement.
- (5) Attend the EFRB as scheduled by the appropriate CSM.

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f. Unit Chain of Command of deceased Soldier.

(1) Support the EFRB by providing pertinent data in order to meet the EFRB timeline. This may include records or personnel for interviews including all levels of Company Leadership.

(2) Attend the EFRB as scheduled by the appropriate CSM.

7. Point of contact for the EFRB program is: Safety Director @ 287-0852.

3 Encls

1 – HQ FORSCOM Memo, 14 Apr 06

2 – HQ III CORPS Memo, 12 Jun 06

3 – EFRB Slides



JEFFERY W. HAMMOND
Major General, USA
Commanding

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